



7 VENDOR MANAGEMENT

7.1 Vendor Authorization Process: Application 7.1-1

 A. Requesting and Completing an Application..... 7.1-1

 B. Processing the Application..... 7.1-1

 C. Eligibility Criteria 7.1-2

 D. Application Site Visit..... 7.1-3

 E. Acceptable Application and Site Visit 7.1-3

Attachments:

- Vendor Application Form (DOH 4118)
- WIC Vendor Conditions of Eligibility (POH 4547)
- Stock Price Survey – Grocery Store (DOH 4621)
- Stock Price Survey – Pharmacy/Special Pharmacy (DOH 4323)
- Instructions for Completing the Stock Price Survey (DOH 4621I)
- Cover Letter

7.2 Vendor Authorization Process: Site Visit 7.2-1

 A. Purpose of the Site Visit..... 7.2-1

 B. Conducting the Site Visit 7.2-1

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 D. Inadequate Site Visit 7.2-2

Attachments:

- Site Visit Form (DOH 4324)

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 A. Allowed Prices 7.3-1

 B. Minimum Stock Requirements..... 7.3-1

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 B. Authorization Materials/Vendor Contracts 7.4-1

 C. Vendor Stamps and Education Materials 7.4-2

 D. Supplying Educational Materials 7.4-4

7.5 Vendor Training 7.5-1

 A. Training at Initial Authorization 7.5-1

 B. Training at Reauthorization..... 7.5-1



Attachments:

WIC Vendor Training Proof of Participation (DOH 4727)

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 A. Reauthorization Process 7.6-1

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7.7 Change of Ownership, Stores out of Business, Temporary Store

 Closings, Change in Location or other Status 7.7-1

 A. Change of Ownership..... 7.7-1

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 D. Change in Location 7.7-2

Attachments:

WIC Program Retail Vendor Application Amendment

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 C. Rejected Drafts 7.9-1

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 A. Random Monitoring Visit 7.10-1

 B. Random Selection 7.10-1

 C. Timelines..... 7.10-1

 D. Conducting Monitoring Visits..... 7.10-1

 E. Follow-up Monitoring 7.10-8

Attachments:

Vendor Monitoring Worksheet (DOH 4003)

Vendor Monitoring Results forms (DOH 4004 A & B)

Guide for interpreting manufacturers’ date coding information

Wisconsin WIC Program Receipt for Confiscated Drafts